

from: Philip Melzer
date: September 1, 2016
subject: Library of Congress-CEAL Cataloging Internship for 2017

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Dear CEAL Members,

Encouraged by the number of applications, strong support of our library community, and the successful completion of the internship program in recent years, the Committee on Technical Processing and the Library of Congress will again coordinate and carry out the Library of Congress-CEAL Cataloging Internship Program in 2017. CEAL developed this Internship Program partnership with the Library of Congress in order to provide training opportunities to those who may not have access to adequate cataloging training support in their own institutions, or to those who have been assigned to catalog materials in a language with which they are not entirely conversant.

Experienced catalogers who wish to develop expertise in cataloging material in a certain subject or subjects (i.e. law material or manga), or in a specialized format, are also encouraged to apply.

The interns selected will receive substantial training at the Library of Congress from the Library's catalogers.

Logistics of the Program

- The Committee on Technical Processing will screen the 2017 applications, and will forward one or two qualified applicants to the Library of Congress.
- Later in 2016, the Library of Congress will select up to two qualified applicants for an internship of between one and three months in duration. The person selected will directly negotiate the length of the internship, its timing and general content with the Library of Congress.
- The Library of Congress will supply training materials, workspace, training and review by experience catalogers in one or more aspects of cataloging East Asian language materials. All other

expenses (travel, lodging, meals, and incidentals) are the responsibility of the intern and/or his/her employer.

- CEAL will reimburse each intern up to \$1,000 for expenses incurred. Upon successful completion of the program, the intern may submit receipts for expenses to the Committee for reimbursement. An intern whose institution has provided no money for expenses will receive the full amount.
- Upon completion of her/his internship at the Library of Congress, the intern will be required to submit an evaluative written report.

Procedures

The application process will be overseen by the members of the Subcommittee on Library of Congress-CEAL Cataloging Internship Program: Philip Melzer (Chair), Keiko Suzuki, and Erminia Chao. The Subcommittee will recommend candidates according to a set of pre-determined selection criteria, and the Library of Congress will make final decisions. The **application deadline is Friday, October 28, 2016**. If possible, the intern selected will be announced in February 2017, in advance of the CEAL meetings in March 2017.

Selection Criteria

The Subcommittee members will evaluate applications based on the following criteria:

The Candidate:

- If a non-US citizen, must have H1 or permanent resident visa status that permits him/her to participate in the program;
- Is a CEAL member in good standing;
- Is recommended by his/her employer or university with a formal letter of recommendation;
- Has significant responsibility for East Asian language resources and at least some experience in cataloging;
- Lacks in-house training support, or has been assigned to catalog material in a language with which he/she is not sufficiently conversant, or would benefit from training in a certain subject or format to perform assigned cataloging duties.

To apply, please fill out the attached application form and send it as an email attachment to all three Subcommittee members: Philip Melzer (melzer44@gmail.com); Erminia Chao (erminia_chao@byu.edu); and Keiko Suzuki (suzukik@newschool.edu). The application deadline is **Friday, October 28, 2016**. The deadline for letters of recommendation is also **Friday, October 28, 2016**. For questions, please feel free to contact the Subcommittee members.

If you qualify, please consider applying for an internship this year.

Sincerely yours,

Philip Melzer
Chair, Subcommittee on Internship
melzer44@gmail.com

Subcommittee Members
Philip Melzer
Keiko Suzuki
Erminia Chao